

Effective Date: 09/01/16



CITY OF WILLIAMSBURG ADMINISTRATIVE ASSISTANT

Department: Parks and Recreation

Division:

Pay Grade: 5

FLSA Classification: Non-Exempt

Employment Classification: Full-time Benefited

POSITION SUMMARY

Provides a wide range of administrative and clerical support with the Parks and Recreation Department. The Administrative Assistant works under the direct supervision of the Department Head.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Compiles and maintains data for reports.
- Maintains program registration data bases.
- Maintains administrative files and manages record retention.
- Assists with website postings and updates. Manages and staffs facility requests and rentals.
- Coordinates the building operations schedule.
- Creates purchase orders.
- Manages departmental payroll duties.
- Performs and coordinates human resource duties for the department.
- Performs duty of Notary Public.
- Coordinates maintenance of office equipment.
- Prepares daily financial deposits.
- Updates files/records and produces reports.
- Covers the reception desk in the absence of Facility Attendants.
- Composes letters, memos and reports as needed.
- Sorts incoming correspondence, vouchers and similar materials and ensures materials are routed to the appropriate person for review or action
- Files materials and maintains departmental filing system.
- Assists Program Specialist with marketing efforts and special event planning and preparations.
- Maintains and orders office supplies.
- Provides technical support to staff.
- Responds to inquiries by telephone, in person, and on website for departmental information; refers other requests to appropriate staff person.
- Assists Department Head in arranging meetings, luncheons, conferences.
- Performs other related duties as assigned by the Department Head.
- Represents the Department at various community functions and events.
- Serves on committees as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist with City in event of emergency (i.e. shelter set-up and staffing, call-taker at EOC, etc.).

EQUIPMENT TO BE USED AND JOB LOCATION

Personal computer and printer, facsimile machine, copier, calculator, telephone, and other office equipment as required. This position is located at the Quarterpath Recreation Center.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Administers work typically sitting in an office, with occasional walking, and standing.
- Light lifting up to 50 lbs.
- Ability to stoop, climb stairs, and operate office equipment.
- Good English, grammar, and math skills.
- Knowledge of office technology, procedures and equipment.
- Ability to type 60 wpm on personal computer.
- Ability to understand and follow oral and written directions.
- Ability to perform a variety of clerical work requiring exercise of judgment.
- Ability to work under pressure and to meet deadlines.
- Ability to maintain and secure confidential materials.
- Ability to establish and maintain effective working relationships with employees and the public.
- Basic computer skills and general working knowledge of Microsoft Office Suite, Windows and graphics software.
- Ability to effectively communicate with individuals.
- Exceptional organizational skills.

QUALIFICATIONS AND EXPERIENCE

- High school graduate or equivalent, supplemented by business courses or any equivalent combination of experience and training.
- Customer service experience.
- Website management experience.

SPECIAL REQUIREMENTS

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

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